

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Construction Inspector I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees construction projects. Performs administrative duties. Maintains inventory for departmental reimbursement. Performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Oversees construction projects by reading specifications, studies and drawings, inspecting ongoing construction work, ensuring code compliance of installations, monitoring use of safety equipment by construction crews, reviewing weather conditions, meeting with contractors, citizens and city representatives, measuring installed quantities of construction, calculating percent completion, adjusting construction drawings to reflect actual work, drawing diagrams of new utility configurations, diagnosing and solving engineering problems, reviewing construction contracts and performing tests.
2	L	Performs administrative duties by making construction diary entries of site conditions, traffic control, contractor or engineer conversations, quantities for periodic progress payment, recording manpower and equipment on job sites, monitoring construction costs, reviewing invoices for accuracy, writing weekly progress reports, approving contractor pay voucher, attending training and preparing as built drawings to reflect changes and updates to infrastructure.
3	L	Performs other duties such as taking field measurements, inspecting utility cuts, drafting, providing public assistance and information, meeting with residents and business owners, resolving public complaints and performing emergency weather recovery.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One years experience in contraction or engineering.
Certifications and Other Requirements	Valid Driver's License. May require certification as a Special Police Officer.
Reading	Work requires the ability to read specifications, drawings, surveys, permits, regulations and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write various reports, summaries, memos and log books.
Managerial	Managerial responsibilities include planning daily activities.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing activities, inspecting projects
Sitting	F	Driving, desk work
Walking	F	Around job sites
Lifting	O	Manhole covers, equipment
Carrying	O	Supplies and materials
Pushing/Pulling	O	Manhole covers
Reaching	O	For supplies, measuring
Handling	O	Paperwork
Fine Dexterity	F	Writing
Kneeling	O	Inspecting, taking measurements
Crouching	O	During inspections
Crawling	N	
Bending	F	Measuring, inspections
Twisting	O	In and out of trenches
Climbing	O	In and out of trenches
Balancing	N	
Vision	C	Reading, driving, observing work
Hearing	C	Communicating with personnel and the general public
Talking	F	Communicating with personnel and the general public
Foot Controls	F	Driving
Other (specify)	N	

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Computer, Microsoft Outlook and Works, Excel, vehicle, water valve key, hydrant wrench, measuring tape, manhole hook, pipe locating equipment, telephone, fax

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	W	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	W	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	S	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety shoes, ear protection, safety glasses, gloves, safety vest

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)